This Glossary of Key Terms describes terminology important to stakeholders in the field and commonly found throughout our materials and resources.

- Americans with Disabilities Act (ADA): The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.
- Chain of Command: The orderly line of authority within the ranks of the incident management organization and is a key concept of the National Incident Management System (NIMS).
- Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required per the Incident Command System (ICS). They may have an assistant or assistants, as needed.
- Common Operating Picture: An overview of an incident by all relevant parties that provides incident
  information enabling the Incident Commander/Unified Command and any supporting agencies and
  organizations to make effective, consistent, and timely decisions.
- Continuity of Operations (COOP): An effort within individual executive departments and agencies to
  ensure that primary and essential functions continue to be performed during a wide range of
  emergencies, including localized acts of nature, accidents and technological or attack-related
  emergencies.
- **CPTED:** Crime Prevention Through Environmental Design: Strategies implemented to directly modify the environment to take advantage of pre-existing environmental assets or change the design features and condition of particular targets (e.g., school buildings, doors, and windows) or areas in an effort to reduce crime. Natural Surveillance, Natural Access Control, Territoriality Reinforcement, and Management and Maintenance are key principles of CPTED. In some instances, CPTED strategies are implemented during the beginning phases of a project (e.g., during planning of a new housing development).
- Family Educational Rights and Privacy Act (FERPA): Protects the privacy of student education
  records. The law applies to all schools that receive funds under an applicable program of the U.S.
  Department of Education. FERPA gives parents certain rights with respect to their children's
  education records. These rights transfer to the student when he or she reaches the age of 18 or
  attends a school beyond the high school level. Students to whom the rights have transferred are
  "eligible students."
- **Finance / Administration Section:** The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
- Goals: Goals are broad, general statements that indicate the desired outcome in response to the
  threat or hazards identified by the planning team. They are what personnel and other resources are
  supposed to achieve. They also help identify when major activities are complete and what defines a
  successful outcome.





- Higher Ed Guide: This is the common name for the new, Federal "Guide for Developing High-Quality Emergency Operations Plans (EOPs) for Institutions of Higher Education (IHEs)."
- Higher Ed Emergency Operations Plan/Higher Ed EOP: An emergency operations plan (EOP)
  developed for and by postsecondary college and university level emergency planning and response
  teams.
- Health Insurance Portability and Accountability Act (HIPAA): Provides federal protections for
  individually identifiable health information held by covered entities and their business associates
  and gives patients an array of rights with respect to that information. At the same time, the Privacy
  Rule is balanced so that it permits the disclosure of health information needed for patient care and
  other important purposes.
- Incident Command System (ICS): A standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.
- Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. (See ICS)
- Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.
- **Liaison Officer:** Within the ICS, the Liaison Officer is a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
- **Logistics:** Per NIMS, the process and procedure for providing resources and other services to support incident management.
- Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by
  lessening the impact of an event or emergency. In this document, mitigation also means reducing
  the likelihood that threats and hazards will happen. (See the Higher Ed Guide and the "Guide to
  Developing High-Quality School Emergency Operations Plans [EOPs]," also known as the School
  Guide)
- National Incident Management System (NIMS): A systematic, proactive approach to guide
  departments and agencies at all levels of government, nongovernmental organizations, and the
  private sector to work together seamlessly and manage incidents involving all threats and hazards—
  regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm
  to the environment.





- Objectives: Specific, measurable actions that are necessary to achieve the goals. Often, the planning team will need to identify multiple objectives in support of a single goal.
- Operations Section: The ICS Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.
- **Presidential Policy Directive 8 (PPD-8):** Signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences. It defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.
- Psychological First Aid for Schools (PFA-S): An evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of a school crisis, disaster, or terrorism event. PFA-S is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping.
- Planning Section: The ICS Section responsible for the collection, evaluation, and dissemination of
  operational information related to the incident, and for the preparation and documentation of the
  Incident Action Plan. This Section also maintains information on the current and forecasted situation
  and on the status of resources assigned to the incident.
- Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or
  actual mass casualty incident. Prevention is the action schools and IHEs take to prevent a threatened
  or actual incident from occurring. This is described in the "Guide for Developing High-Quality School
  Emergency Operations Plans (EOPs)" (School Guide) and the Higher Ed Guide. In the broader PPD-8
  construct, the term "prevention" refers to those capabilities necessary to avoid, prevent, or stop a
  threatened or actual act of terrorism. The term "prevention" also refers to preventing imminent
  threats.
- **Protection:** As described in the School Guide and the Higher Ed Guide, protection is the capabilities to secure the campus against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, educators, staff, visitors, networks, and property from a threat or hazard. (See the School Guide and the Higher Ed Guide)
- **Public Information Officer (PIO):** As member of the Command Staff, the PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
- **Recovery:** The capabilities necessary to assist IHEs affected by an event or emergency in restoring the learning environment. (See the School Guide and the Higher Ed Guide)
- **Response:** The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, establish a safe and secure environment, save lives and property, and facilitate the transition to recovery. (See the School Guide and the Higher Ed Guide)





- Risk and Vulnerability Assessment: The process by which the planning team consolidates all the
  assessment information it has obtained into a format that is usable for comparing risks posed by
  identified threats and hazards, and uses the information to assess and compare the threats and
  hazards and their likely consequences.
- Safety Officer: Per ICS, a member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
- School Emergency Operations Plan/School EOP: An emergency operations plan (EOP) developed for and by school level emergency planning and response teams.
- School Guide: This is the common name for the new, Federal "Guide for Developing High-Quality School Emergency Operations Plans (EOPs)."
- **Situation Report:** Confirmed or verified information regarding the specific details relating to an incident and is a key component of NIMS.
- The "Basic Plan" Section: Provides an overview of the approach to emergency operations. Although the "Basic Plan" section guides development of the more operationally oriented annexes, its primary audiences consist of the school principal or IHE administrator, local emergency officials, and the community (as appropriate). The elements listed in this section should meet the needs of these audiences while providing a solid foundation for the development of supporting annexes.
- The "Functional Annexes" Section: Details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards.
   Functional annexes set forth how the IHE manages a function before, during, and after an emergency.
- The "Threat- and Hazard-Specific Annexes" Section: Specifies the goals, objectives, and courses of action that an IHE will follow to address a particular type of threat or hazard (e.g., hurricane, active shooter). Threat- and hazard-specific annexes, like functional annexes, set forth how the IHE manages a function before, during, and after an emergency.
- Vulnerabilities: The characteristics of the campus (e.g., structures, equipment, information technology [IT] or electrical systems, grounds, surrounding area) that could make it more susceptible to the identified threats and hazards.



